Dated 4th December 1952.

To

Messrs.—1. Gopalan & Co., Avenue Road, Bangalore-2.
2. Kores (India) Ltd., Kiledar Street, Jacob Circle, Bombay-11.
3. Khoday Ribbon, Carbon and Allied Industries, 55, Santhusapet, Bangalore City..

LOCAL INDENT NO. 11809.

Enquiry No. 11063.

Subject :—Supply of Stencils and Ink Tubes for use on Cyclostyle Machines during 1952-53.

Gentlemen,

No. S.P.C. 36913-15. With reference to your quotation received in response to the above enquiry, I write to request you to be so good as to enter order for the material described in the attached schedule at prices specified therein and arrange to make supplies on indents from such of the departmental officers as may require the material and in such quantities as may be required by them from time to time, all indents being complied with within a *fortnight* from the date of receipt.

The contract will be deemed to be limited to the quantities to be actually drawn by the departments.

This contract will be in force for a period of one year from this date and the material will have to be supplied throughout the said period at the price accepted herein and no enhancement of the said price for whatsoever reasons can be granted.

Please note that the materials to be supplied should strictly conform to the samples submitted by you and accepted by us, and to the specifications given above, failing which, they will be rejected. All rejected supplies should be replaced by correct materials within a week from the date of rejection. Failure to make supplies in time and in accordance with the quality ordered, will entail cancellation of the contract and the purchases being made from other sources debitting the extra cost, if any, incurred by Government to you. In such an event, the Stores Purchase Committee also reserve the right to levy a penalty, as and by way of liquidated damages of 3 per cent of the value of the order.

You should now arrange to enter into an agreement with the undersigned on a Mysore Government Stamp Paper undertaking to abide by the conditions of this order within a week from this date, failing which, the order will be cancelled.

The bills of cost should be sent in duplicate to the Indenting Officers who will arrange payment.

Please acknowledge receipt of this communication. The above indent number should be quoted in all correspondence relating to this order.

Monthly statements in the *pro forma* given below for supplies made against the indent should be forwarded to this Office in triplicate so as to reach this Office latest by the 10th of every month. Nil statement should also be submitted if no supplies are made during a particular month.

The Indenting Officers are kindly requested to draw their quarterly or half-yearly requirements in one lot and avoid sending piecemeal indent for small quantities.

2. A *pro forma* statement as in Form "C" may be furnished every month.

FORM "A".

Statement for the month of.....
Local Indent No.....

Serial No.	Name of Indenting Officer from whom the indent received	Nature of articles	No. ordered and value	No of articles supplied and value	Total quantity delivered during the month	Remarks

FORM "B".

Statement for the month of.....
Local Indent No.....

Serial No.	Total value of order received	Total value of supplies made in the month	Total quantity and value of order received from the commencement of rate contract	Total quantity and value of order supplied from the commencement of the contract

FORM "C".

From the Indenting Officer.
Statement for the month of.....
Local Indent No.....

Serial No.	Indenting Officer	Nature of articles	Quantity ordered and rate	Quantity received with date and rate	Remarks

I. Schedule of order placed with Messrs. Gopalan & Co., Avenue Road, Bangalore City. L. I. No. 11809.

1. Gestetner's Cyclostyle Stencils Rs. 7 per quire.

Delivery.—Ex-your go-down Bangalore and Sales-tax being extra.

III. Schedule or order placed with Messrs. Khoday Ribbon, Carbon and Allied Industries, Bangalore City. L. I. No. 11809.

1. Cyclostyle ink, in collapsible tubes of ½ lb. each, black, "Khoday" Rs. 1-8-0 per tube.

Note.—1. Free delivery at any office in Bangalore Corporation Limits.
2. Ex-your go-downs in case of supplies outside Bangalore and forwarding charges including, Sales-tax are extra.

II. Schedule of order placed with Messrs. Kores (India) Ltd., Bombay. L. I. No. 11809.

1. "Kores" Stencil Paper "Utility" quality No. 4611, white foolscap for use on Cyclostyle flat Duplicator in folder packing of two quires Rs. 6-12-0 per quire net.
2. Do in folder packing of one quire Rs. 7 per quire net.
3. "Kores" Cyclostyle Duplicating Ink No. 4702, black, large size tube, Rs. 3-4-0 per tube net.
4. Do Medium size tube, Rs. 1-14-0 per tube net.

Delivery f.o.r., Bombay, by passenger train. The rates are exclusive of sales-tax.

6709

Dated 8th December 1952.

To

The Firms dealing in High Pressure Sterilizer.

Enquiry No. 11354.

Subject :—High Pressure Sterilizer.

Gentlemen,

No. S.P.C. ..... Please be good enough to intimate your best prices and the earliest time of delivery for the materials described below.

It should be distinctly understood that the acceptance by us of your quotation will be subject to the following conditions.

Withdrawal from the quotation after it is accepted or failure to make the supply within the specified time or according to specifications will entail cancellations of the order and purchases being made at your expense from other sources in addition to the levy of a penalty of 3 per cent of the value of the order as and by way of liquidated damages.